

RFP 2026-BRAA-02
Enterprise Resource Planning (ERP) Accounting Software
and Implementation Services
Addendum #4

To ensure our proposal accurately reflects your current (or desired) business processes, could you please clarify which transaction types will require formal approval:

- **Approval Types: Which transactions are in scope? (e.g., Purchase Orders, Vendor Bills, Journal Entries, or Expense Reports).**
- **Mapping & Logic: How are these currently routed? (e.g., Is it based on a simple supervisor hierarchy, or does it involve specific dollar thresholds and department-level sign-offs?)**
- **Documentation: If you have an existing Approval Matrix or a process flow diagram that maps out these steps, would you be open to sharing that with us?**

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Currently, vendor invoices and journal entries are routed for approval. We are open to updating processes if the new software allows for it. Most approvals are based a simple supervisor hierarchy, though certain dollar amounts do trigger additional approvals. We do not have an existing approval matrix to share.

Can you clarify the following:

- **Are there any regulations of compliance?**
- **Can you provide detailed requirements for forecasting?**

Please refer to the RFP for requirements.

Is the Authority able to share its budget for the proposed project?

We do not have a budget set for the total project yet that we can share.

Are you able to extend the submission due date by two weeks?

No, we are unable to extend the due date.

I have read through both the original RFP and the amended documents and want to make sure I am reading it correctly. Can you clarify how many hard

copies are required? Additionally what information is considered part of the core document and not outside documentation for the 15-page page limit?

Please submit three hard copies and one electronic copy. The core content is your company profile and the product you are offering in your bid. This cannot exceed 15 pages. Supporting documentation may also be submitted to show you meet the requirements set forth in the RFP as stated in Addendum 3.